



# CITY OF ATLANTA

## Job Announcement

### RESEARCH TECHNICIAN

**STARTING SALARY: \$28,602**

**Salary Grade: 11**

**Applications Accepted From: April 4, 2005 until April 8, 2005**

#### **Minimum Job Requirements\***

Applicants for this position must have an Associate's Degree in Business or Public Administration or related field and two years of secretarial, administrative, research and analysis experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

#### **Duties of the Job:**

This employee researches problems associated with statements as reported by Water customers, researches accounts using appropriate customer information data base and other tools to initiate collection activity where needed; performs follow-up and updates customer records; researches and writes reports for special projects; assists with research requests from other agency employees and the general public; may write responses to Georgia Open Records Act requests; performs research and provides information for variety of projects/plans; reviews and verifies multiple reports and documents; maintains logs and records; may research the impact of proposed legislation and grant funding availability; may supervise assigned staff, etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position.

Letters will not be mailed to individual job applicants.

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APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

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**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

\*Verification required prior to appointment.